

ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 320, Chapter III, Change 3, EMPLOYMENT OF EXPERTS AND CONSULTANTS**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts? No Yes
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include (1) addition of Servicing Personnel Office in Paragraph 1; (2) deletion of reference to NNSA YSO; (3) editorial revisions to Paragraphs 4b; 4b(3); and 4e(2); and (4) update references in Paragraph 6.

5. **CONTACT POINT:** Melanie Kent Personnel & Management Analysis Branch, AD-442 576-0673
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	04/02/2002	ORO Control Form	07/01/2004
ORO O 320, Ch. III, Chg. 2	04/02/2002	ORO O 320, Ch. III, Chg. 3	07/01/2004

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 07/01/2004
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 11/06/2003

U.S. Department of Energy

Oak Ridge Operations

ORO O 320
Chapter III
Change 3

DATE: 07/01/2004

SUBJECT: EMPLOYMENT OF EXPERTS AND CONSULTANTS

1. PURPOSE. This Chapter correlates to DOE 3304.1A, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated June 23, 1992, by assigning responsibility and accountability to Oak Ridge Operations (ORO) and the Office of Scientific and Technical Information (OSTI) and providing guidance to those organizations for which the ORO Human Resources Division (HRD) is designated as the Servicing Personnel Office (SPO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 320, Chapter III, Change 2, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated April 2, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to all expert and consultant appointments executed through personnel authorities delegated to ORO and OSTI.
4. RESPONSIBILITIES.
 - a. Manager, ORO; and Director, OSTI.
 - (1) Approve expert and consultant appointments.
 - (2) Serve as Reviewing Official for conflict-of-interest forms submitted by experts and consultants assigned to the Office of the Manager, ORO and OSTI, respectively.
 - (3) Approve quarterly recertifications of expert and consultant appointments in the Office of the Manager using DOE F 3304.2, "U.S. Department of Energy Quarterly Report, Expert or Consultant Appointment."
 - b. Assistant Manager for Administration, ORO; and Assistant Director for Administration and Information Services, OSTI.
 - (1) Approve quarterly recertifications of expert and consultant appointments outside of the Office of the Manager, and directs action to correct deficiencies, as required.
 - (2) Certify that each quarterly review has been properly documented.

- (3) Make appropriate notifications to Headquarters (HQ) when expert or consultant appointments are terminated prior to the expiration of the appointment period.
 - c. ORO and OSTI Principal Staff.
 - (1) Initiate DOE F 3304.1, "Approval of Expert or Consultant Employment Request," and certify that the proposed appointment or reappointment complies with governing regulations.
 - (2) Serve as Reviewing Officials for conflict-of-interest forms as follows:
 - (a) Assistant Managers and others at the first organizational level below the Manager, review the forms submitted by experts and consultants assigned to that specific organizational level.
 - (b) Officials at the second organizational level below the Manager review the forms submitted by experts and consultants assigned to all subordinate levels.
 - (3) Initiate quarterly recertifications of all expert and consultant appointments (DOE F 3304.2).
 - d. Chief Counsel.
 - (1) Concurs in the terms and conditions of Letters of Appointment.
 - (2) Reviews alleged violations and refers them to the DOE Inspector General or to the Department of Justice, as appropriate.
 - e. Director, Human Resources Division.
 - (1) Coordinates HQ approval of expert and consultant appointments made:
 - (a) In the Office of the Manager, ORO, or
 - (b) During the fourth fiscal quarter, at the first organizational level below the Manager, ORO.
 - (2) Coordinates all appointments at organizations for which the ORO HRD serves as SPO with representatives at HQ in accordance with delegated personnel authorities.
 - (3) Issues all Letters of Appointment, including modifications as required, and officially notifies experts and consultants when appointments are terminated prior to the expiration of the appointment period.
 - (4) Maintains documented records of each quarterly review for two years or until examined by Office of Personnel Management, whichever comes first.
5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. DOE F 3304.1, "Approval of Expert or Consultant Employment Request."
- b. DOE F 3304.2, "U.S. Department of Energy Quarterly Report, Expert or Consultant Appointment."

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS. None.